

APPENDIX F

Operations and Maintenance Plans Template

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Operations Plan

A.	Introduction.....
B.	Management and Organization.....
C.	Season and Hours of Operation.....
D.	Standards of Operation.....
E.	Specific Operating Standards and Requirements.....
1.	Lodging.....
2.	Food and Beverage.....
3.	Merchandising.....
4.	Campgrounds and RV Parks.....
5.	Camper Service Facilities.....
6.	Marina Services.....
7.	Slip Rentals and Boat Storage.....
8.	Rental Vessels.....
9.	Fuel Docks.....
F.	Concessionaire Review Program.....
G.	Rate Determination and Approval Process.....
H.	Advertising and Signs.....
I.	Lost and Found.....
J.	Safety, Sanitation, and Security.....
K.	Taxes and Assessment.....
L.	Utilities.....
M.	Complaints.....
N.	Incident Reports.....
O.	Staffing and Employment.....
1.	Concessionaire Hiring.....
2.	Employee Housing.....
3.	Training Program.....
P.	Vending and Ice Machines.....
Q.	Volunteers.....
R.	Quiet Hours.....
S.	Reservations.....

Maintenance Plan

- A. Introduction.....
- B. Concessionaire Responsibilities.....
 - 1. General Maintenance Responsibilities
 - a. Codes
 - b. Painting
 - c. Interior Systems
 - d. Food Service.
 - e. Employee Housing
 - f. Fuel Storage Tanks; Fuel Dispensing
 - g. Signs
 - h. Snow Removal
 - i. Litter, Garbage, and Recycling
 - j. Grounds and Landscaping
 - k. Integrated Pest Management
 - l. Hazardous Trees
 - m. Vegetative Cuttings, Recycling
 - n. Resource Protection and Site Restoration at Construction Sites.
 - o. Roads, Trails, Parking Areas, Beaches and Walkways
 - p. Docks, Slips, and Moorings
 - q. Campground, RV, and Trailer Pads
 - r. Utility Systems
 - 2. Exterior Maintenance.....
 - a. Roofs
 - b. Gutters, Downspouts, and Roof Drains
 - c. Doors and Windows
 - d. Siding
 - e. Structural Ventilation
 - f. Foundations and Exterior Walls
 - g. Electrical Systems
 - 3. Interior Maintenance.....
 - a. Painting
 - b. Heating, Ventilating, and Air Conditioning Units
 - c. Fire Protection Systems
 - d. Safety Equipment
 - e. Floors and Floor Coverings
 - f. Furnishings and Fixtures
- C. Maintenance Inspection Schedule